

ADDENDUM # 1
INQUIRIES AND RESPONSES
RFP # 3000015111
DOTD EMERGENCY PLANNING, EXERCISE, RESPONSE AND COST RECOVERY

Your reference is directed to RFP Solicitation No. 3000015111 scheduled to be due by August 13, 2020 by 11:59 PM CT.

1. In Section 1.8, the Mandatory Requirements state, "All Personnel shall have work experience for at least one (1) major declared disaster." Would DOTD please clarify if this requirement applies to all staff, such as the Documentation Specialist?

Yes, "all personnel" includes all personnel classifications listed in the table of Attachment IV: Total Cost Proposal.

2. In Section 1.10, the RFP states, "The State requests that one copy of the entire proposal be submitted." However, in Section 1.11, the RFP requests that all documents be provided in two formats (e.g., "PDF and Microsoft Word", "PDF and Microsoft Excel") – including the redacted documents and financial statements. These two requirements appear to be in conflict. Would DOTD please clarify if providing documents in a single format (e.g. "PDF or Microsoft Word", "PDF or Microsoft Excel") would be acceptable?

Please see the revisions below to Section 1.11 addressing the format type for the proposal.

3. In Section 1.11, the RFP requires that Proposer submit, "One (1) cost proposal in PDF and Microsoft Excel formats." However, in Attachment IV states, "All cost information must be provided using Attachment IV: Total Cost Proposal. Any deviation from the template may be deemed non-responsive." These two requirements appear to be in conflict. Would DOTD please clarify the proper format for responding to cost requirements?

The Attachment IV: Total Cost Proposal is the template for how the cost proposal should look, and Section 1.11 refers to the file type in which it should be submitted. Please see revisions below to Section 1.11 addressing the format type for the proposal.

4. In Section 2.2, Goals 3 and 4 state, "Contractor must be able to deliver at least fifty percent (50%) of requested man power to the assigned location(s) within twenty-four (24) hours of initial written notification with the remaining fifty percent (50%) to be provided as soon as possible but no more than sixty (60) hours from the initial written notification." Would DOTD please provide a range of the number of personnel required and the possible assigned locations?

The number of personnel required would be determined by the magnitude of the event, and therefore, a range cannot be estimated. As of June 30, 2020, DOTD was utilizing two (2) Emergency Management Specialists, one (1) Documentation Specialist, one (1) Project Manager, and one (1) Disaster Cost Recovery Coordinator to complete the remaining work for the 2016 Flood and Hurricane Barry. DOTD anticipates that the DOTD Headquarters Annex Building, in Baton Rouge, LA, will be the primary assigned location. Additional anticipated locations include the State EOC, also located in Baton Rouge, LA. DOTD may identify other locations throughout the State of Louisiana as needed.

RFP Section 1.11 Technical and Cost Proposals, page 12:

Currently Reads:

The State requests the following:

- One (1) technical proposal in PDF and Microsoft Word formats. The file shall be named: RFP # 3000015111 Technical Proposal – [Proposer Name].
- One (1) cost proposal in PDF and Microsoft Excel formats. The file shall be named: RFP #3000015111 Cost Proposal – [Proposer Name].
- One (1) redacted technical proposal, if applicable, in PDF and Microsoft Word formats. The file shall be named: RFP 3000015111 Redacted Technical Proposal – [Proposer Name].
- One (1) copy of Financial Statements in PDF format. The file shall be named: RFP #3000015111 Financial Statements – [Proposer Name] per section 1.9.4 Company Background and Experience and per section 1.23 Determination Responsibility.

Changed to Read:

The State requests the following:

- One (1) technical proposal in PDF and Microsoft Word formats. The file shall be named: RFP #3000015111 Technical Proposal – [Proposer Name].
- One (1) cost proposal in PDF and Microsoft Excel formats. The file shall be named: RFP #3000015111 Cost Proposal – [Proposer Name].
- One (1) redacted technical proposal, if applicable, in PDF format. The file shall be named: RFP 3000015111 Redacted Technical Proposal – [Proposer Name].
- One (1) copy of Financial Statements in PDF format. The file shall be named: RFP #3000015111 Financial Statements – [Proposer Name] per section 1.9.4 Company Background and Experience and per section Determination Responsibility.